

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Salary Certificate

Dear [Recipient Name],

This is to certify that [Employee Name], holding the position of [Employee Position] in [Department Name] at [Company Name], has been employed with us since [Employment Start Date].

As of [Current Date], his/her monthly salary is [Monthly Salary] before any deductions. The salary structure is as follows:

- Basic Salary: [Basic Salary]
- Allowances: [Allowances Details]
- Deductions: [Deductions Details]

This certificate is issued upon the request of [Employee Name] for [specific purpose, e.g., loan application, visa processing, etc.]. Please feel free to contact us at [Phone Number] or [Email Address] for any further information.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Signature]